

Table of Contents

	page
4.1 INTRODUCTION	4-1
4.1.1 Conceptual Overview	4-2
4.1.2 Purpose	4-3
4.1.3 Process Chart and Description	4-4
4.2 STUDENT STATUS CONFIRMATION REPORT SCREENS	4-8
4.2.1 Student Status Confirmation Menu (RC70)	4-8
4.2.2 The Online Update Screens	4-11
4.2.2.1 Introduction to RC71	4-11
4.2.2.2 To Retrieve the Desired Student's Record (RC71)	4-13
4.2.2.3 To Change Enrollment Information (RC71 and RC7D)	4-14
4.2.2.4 To Change Proposed Identifier Information (RC7C)	4-15
4.2.2.5 To Change Address Information (RC71 and RC7C)	4-17
4.2.2.6 To Make Past Enrollment Status Changes (RC7D)	4-19
4.2.3 The User Profile Update Screens	4-22
4.2.3.1 Introduction to RC78	4-22
4.2.3.2 To List and Change Users (RC78 and RC77)	4-22
4.2.3.3 To Disassociate Users (RC78)	4-25
4.2.3.4 To Change Output Media (RC78)	4-26
4.2.3.5 To Change Sort Sequence (RC78 and RC76)	4-27
4.2.4 The Servicer Profile Screens	4-30
4.2.4.1 Introduction to RC73	4-30
4.2.4.2 To Choose a Servicer (RC73, RC7A, and RC75)	4-30
4.2.4.3 To Disassociate a Servicer (RC73)	4-32
4.2.4.4 To Update Changes (RC73)	4-33
4.2.5 The Cycle Selection	4-36
4.2.5.1 Introduction to RC74	4-36
4.2.5.2 To Choose a New Cycle, Change an Existing Cycle, and Update Changes (RC74)	4-36



This page is intentionally left blank.

Chapter 4: Student Status Confirmation Report

4.1 INTRODUCTION

Welcome to Student Status Confirmation Report (SSCR), one of the functions within NSLDS.

How Does SSCR Benefit Schools?

The NSLDS SSCR reduces your paperwork by automating Title IV enrollment verification. You will receive SSCRs from only one source, and can respond through either batch files or online transactions. The new SSCR offers a standardized format and electronic updates that will reduce your labor expenses as well as your paperwork.

The SSCR function allows you to make many of your requests, changes, and updates online. This makes it easier for you by reducing your manual effort and paperwork requirement.

Note: For a detailed explanation of logging on and exiting this function, please see Chapter 2: Getting Started.

Why The SSCR Chapter Format Is a Little Different



...Note To the Reader:

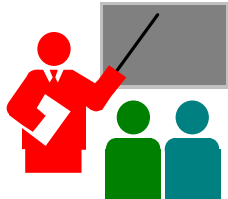
A separate NSLDS SSCR User's Guide has been prepared. It explains both the online and batch processes in more detail than this NSLDS User Guide. For example, the batch file layouts are explained in detail, field by field. The person at your institution who is responsible for enrollment reporting should follow the instructions in the NSLDS SSCR User's Guide.

A copy of the NSLDS SSCR User's Guide was mailed to all postsecondary educational institutions. If your school does not have a copy, you may order one by calling CSC at 1-800-999-8219.

The information contained in this chapter provides an overview of the SSCR process and explains the online screens. This allows all NSLDS users to learn about this function.

We also want you to be aware of this slight change in format used in this section. In other chapters, procedures for accessing various screens were focused on individual screens, i.e. one procedure per screen. In this SSCR chapter, procedures are broken down further according to each submenu item and task within that item.

4.1.1 Conceptual Overview



Since the passage of the Higher Education Act of 1965, schools have been required to confirm and report the enrollment status of students who receive federal loans to attend their schools. This reporting process is called the Student Status Confirmation Report.

A student's enrollment status determines his or her deferment privileges and grace periods, as well as the government's payment of interest subsidies. SSCR plays a critical role in the effective administration of Title IV loan programs. It is the primary means of verifying student loan privileges and the federal government's monetary obligations.

Updating Enrollment Data

There are two ways to update enrollment information in NSLDS. You can update records online, or process the data via batch request.

The first method allows you to update the SSCR data directly on the NSLDS computer using the online screens provided by NSLDS. The second method allows you to receive a single electronic SSCR file, fully process it in your computing environment, and transmit the file back to NSLDS - again as a single file.



Both methods utilize Title IV WAN. You must be a WAN participant to take advantage of the SSCR function of NSLDS. To sign up for the WAN, please call their customer service desk at 1-800-615-1189.

4.1.2 Purpose

The purpose of the online function of SSCR is to facilitate the automated updating of the following types of SSCR data:

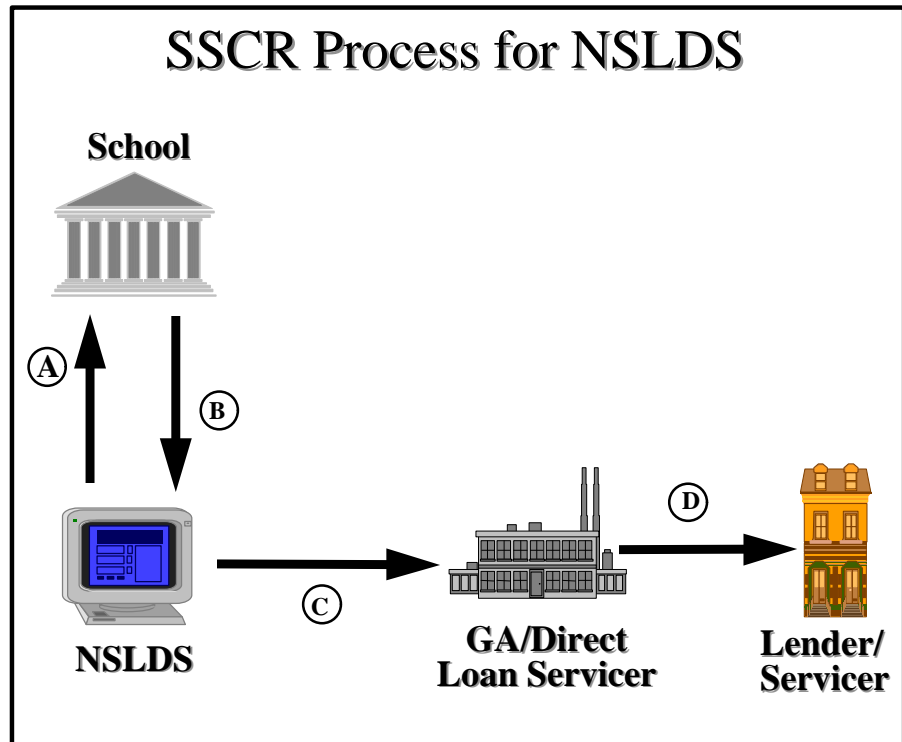
- Your School's Profile: such as the transmittal recipients, the electronic media to be used, the sort sequences to be applied, and the reporting cycles to be used.
- Individual Student's Records: such as enrollment status, address information, and identifier information.

There are four options within SSCR. These options, and their related screens are described in detail in Section 4.2: The SSCR Screens.

1. Student Status Confirmation Update,
2. SSCR User Profile Update,
3. SSCR Servicer Profile Update, and
4. SSCR Cycle Selection.

4.1.3 Process Chart and Description

The SSCR process is illustrated below.



Description of SSCR Process Steps

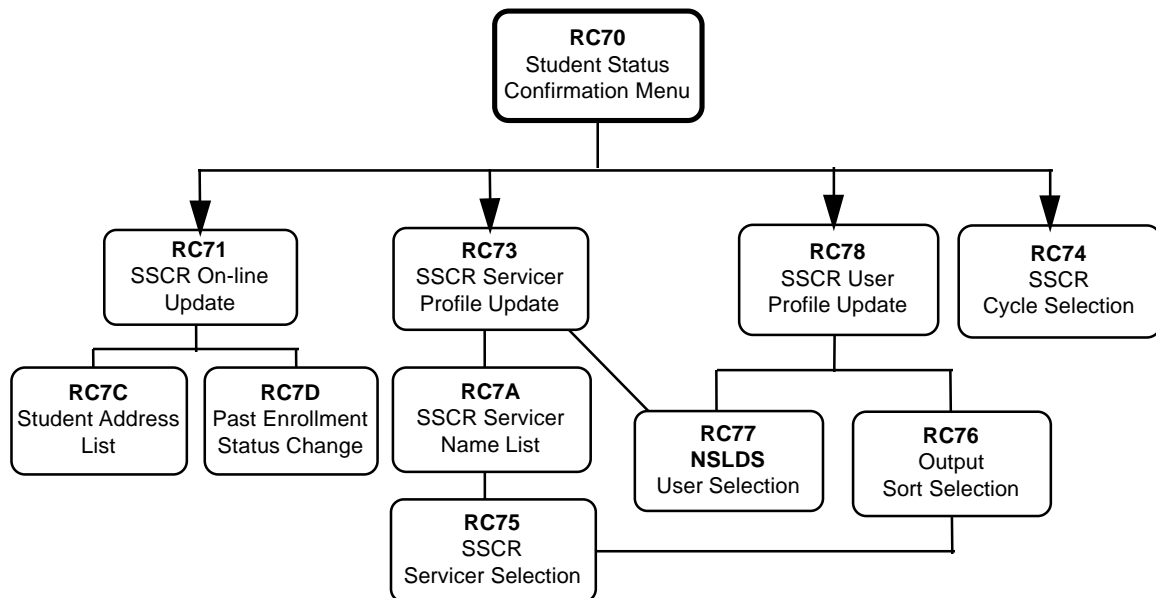
- (A) NSLDS transmits an electronic file containing student records to schools, up to six times a year.
- (B) Schools complete (update) the SSCR electronic file and return it to NSLDS.
- (C) NSLDS updates enrollment information within the database, and sends enrollment, address, and proposed identifier changes to Guaranty Agencies (GAs) and Direct Loan servicers.
- (D) Guaranty Agencies keep lenders apprised of status changes generated or received from NSLDS.

An in-depth description of this process can be found in the SSCR User's Guide. This chapter will concentrate on the online functions of SSCR.

SSCR Screen Identity

This chart illustrates the SSCR screen names and titles, and shows their relationship to the main menu.

SSCR Screen Titles and Relationships

**Note:**

This chart shows how you can navigate between one screen and another. This “cross navigational” process will become more familiar as you begin to access the screens and become accustomed to reading the action bar at the top of each screen.

The information that follows is intended for your reference. Throughout the chapter, screens are identified by screen numbers, titles, and action codes. We have included this list of individual screens and a description of the action codes to enhance your work with the SSCR functions.

4.1.3
Process Chart and Description

(continued)


Note:

The screens have Action Codes that allow you to reach your desired destination. SSCR action codes are:

- D = Display Student
- LA = List Addresses
- U = Update
- LU = List Users
- DI = Disassociate Users
- LS = List Servicer
- DI = Dissassociate Servicer
- DE = Delete Servicer
- PS = Past Enrollment Status Change
- LC = List School Contact Person

NSLDS SSCR Screen Identification		
Screen #	Screen Title	Associated Action Codes
RC70	Student Status Confirmation Menu	(RC70)
RC71	SSCR Online Update	D, U, LA, PS
RC7D	Past Enrollment Status Change	A, C, DE
RC7C	Student Address List	--
RC78	SSCR User Profile Update	U, LU, DI
RC77	NSLDS User Selection	--
RC76	Output Sort Selection	--
RC73	SSCR Servicer Profile Update	U, LS, LC, DI
RC7A	SSCR Servicer Name List	--
RC75	SSCR Servicer Selection	--
RC74	SSCR Cycle Selection	U

4.1.3
Process Chart and
Description
(continued)

In the process of changing enrollment status information, you may need to refer to the SSCR Enrollment Status Codes, as explained below.

SSCR Enrollment Status Codes	
Code	Definition
A	Approved Leave of Absence
D	Deceased
F	Full Time
G	Graduated
H	Half time or more, but less than full time
L	Less than half time
W	Withdrawn
X	Admitted, but did not enroll
Z	No Record found



4.2 STUDENT STATUS CONFIRMATION REPORT SCREENS

This section contains detailed instructions on how to access all portions of the Student Status Confirmation Report function.

4.2.1



SSCR Main Menu (RC70)

What Does the SSCR Main Menu Screen Do?

This screen allows you to access the primary SSCR options, as shown on the screen display below.

The purpose of each of the major options is described below.

- **Student Status Confirmation Update:** used to update student information.
- **SSCR User Profile Update:** used to change your school's profile, including the choice of contact person and transmission medium. The screen already displays the information your school provided when you registered for Title IV WAN and NSLDS.
- **SSCR Servicer Profile Update:** used if your school wants to select or change the servicer.
- **SSCR Cycle Selection:** used to designate SSCR cycles.

The SSCR menu options directly map into the chapter headings within this User Guide, as shown below.

SSCR Menu Option		Chapter Heading
1. Student Status Confirmation Update	fifi	4.2.2 The Online Update Screens
2. SSCR User Profile Update	fifi	4.2.3 The User Profile Update Screens
3. SSCR Servicer Profile Update	fifi	4.2.4 The Servicer Profile Screens
4. SSCR Cycle Selection	fifi	4.2.5 The Cycle Selection



In the process of logging on, you will view the following two screens leading up to SSCR.

```
08-08-1994
13:03:58

NSLDS
NSLDS Main Menu

Input the number of your choice and press ENTER.

 2 1. System Support Main Menu
    2. Reporting Capabilities Main Menu
    3. Exit NSLDS and LOGOFF

F3=EXIT
```

and ...


```
04-15-1995
07:22:43

NSLDS
Reporting Capabilities Main Menu

Input the number of your choice and press ENTER.

 6 1. Aggregate Main Menu
    2. Default Rate Main Menu
    3. Report Selection Menu
    4. Borrower Tracking
    5. Financial Aid Transcript
    6. Student Status Confirmation Menu
    7. Overpayments

F3=EXIT
```

<div> <div>....To Student Status Confirmation Menu (RC70)</div>  </div>		
STEP #	ACTION	RESULT
1	From “ <i>NSLDS Main Menu</i> ” (SS05), Type 2 for “ <i>Reporting Capabilities Main Menu</i> ”	The following screen will display: “ <i>Reporting Capabilities Main Menu</i> ” (RC00).
2	From the “ <i>Reporting Capabilities Main Menu</i> ” Type 6 for “ <i>Student Status Confirmation Menu</i> ” Press ENTER	The following screen will display: “ <i>Student Status Confirmation Menu</i> ” (RC70). This is the Menu for SSCR.

RC70 Student Status Confirmation Menu

RC70

NSLDS

Student Status Confirmation Menu

11-21-1995

12:37:48

Input the number of your choice and press ENTER.

—

1. Student Status Confirmation Update

2. SSCR User Profile Update

3. SSCR Servicer Profile Update

4. SSCR Cycle Selection

F3=EXIT

F7=BACKWARD

F8=FORWARD

F12=RETURN

4.2.2**The Online Update Screens****What Does the Online Update Screen Do?**

The “*Online Update*” screen is used to change information about a student.

This screen is the first option on the RC70 screen. From RC70, select number 1 - “*Student Status Confirmation Update.*”

4.2.2.1***Introduction to RC71*****Introduction to RC71**

The types of information relating to students fall into three categories:

Enrollment information: this section of the screen is entitled “Student Status Change (Mandatory).”

Identifier information: this section of the screen is entitled “Student Information Change (Optional).”

Address information: this section of the screen is entitled “Permanent Address Information (Optional).”

Past period enrollment information: this option is available through the PS Action Code.

A screen image is shown on the following page.

RC71 SSCR Online Update

(this screen has been elongated for illustration purposes)

```

RC71      D  Display Student(D) Updt sscr(U) List Address (IA)
          Past enrollment Status change (PS)
              NSLDS
                      11-28-1995
          SSCR Online Update
                      15:20:10
School/Branch Code ...:00182500  Purdue University
SSN..... 204363456 First Name..Steven DOB.. 08-16-1975 (MM-DD-YYYY)
Last Name: Jones                      Curr SSN.: 204363456

          ----- Student Status Change (Mandatory) -----
Anticipated Completion Date.. 05-24-1996 (MM-DD-YYYY)
Enrollment Code.. H Enrollment Code Effect Date..01-01-1994 (MM-DD-YYYY)
          Certification Date.....10      -30-1995 (MM-DD-YYYY)
School ID Designator.. _____(Optional)

          ----- Student Information Change (Optional) -----
SSN..... _____ First Name.. _____ Middle Initial.. _
Last Name.. _____ DOB.. _ - _ - (MM-DD-YYYY)

          -----Permanent Address Information (Optional)-----
Address line 1.. _____
Address line 2.. _____
City..... _____ State.. _ Zip Code.. _____
Country.. _____ Effective Date.. _ - _ - (MM-DD-YYYY)
          PRIVACY ACT OF 1974(AS AMENDED)

```

Enrollment
Information

Identifier
Information

Address
Information

F3-EXIT

The types of actions the online update screen allows you to take:

- Retrieve the Desired Student,
- Change Enrollment Information,
- Change the Proposed Identifiers,
- Change the Permanent Address Information, and
- Make Past Period Enrollment Information Changes.

4.2.2.1**Introduction to RC71**
(continued)**Note:**

Some rules about entering data, which apply to all screens in SSCR:

- Do *not* type hyphens.
- The date must be in MMDDYYYY format.
(For example, August 13, 1996 would be entered as "08131996.")
- Use Tab to move the cursor from one field to another.
- You can update any field not preceded by a colon.
- You **MUST** update all changes using the Action Code U for Update.
- You have successfully updated the changes when the "Successfully updated" message is displayed.

4.2.2.2**To Retrieve the
Desired Student's
Record
(RC71)****To Retrieve the Desired Student's Record (RC71)**

- The "Online Update" screen first displays with the School/Branch Code and School Name automatically filled in, and the Action Code set to D for Display.
- You will type in the student's SSN, First Name, and DOB. Use the Tab key to position your cursor.

**YOU MUST ENTER THIS INFORMATION
TO DISPLAY A STUDENT.**

- After you press ENTER, the screen will re-display with the student enrollment data fields populated, if a match is found for the input search criteria.

<i>Retrieve Desired Student's Record</i>		
STEP #	ACTION	RESULT
1	<p>From “<i>Student Status Confirmation Menu</i>” (RC70),</p> <p>Type 1 for “<i>Student Status Confirmation Update</i>”</p>	<p>The following screen will display: “<i>SSCR Online Update</i>” (RC71).</p> <p><Note: the school code, school name, and the Action Code D will be populated automatically.></p>
2	<p>To retrieve the desired student's record, from RC71,</p> <p>Type in the mandatory information in the designated fields:</p> <ul style="list-style-type: none"> • <Student's SSN> • <First Name> • <DOB> <p>Press ENTER</p>	<p>If there is a match, the previous screen will re-display with the student enrollment information. If you have reported permanent address information, those fields will be populated also.</p> <p>A message will display if there is no match or a partial match.</p>

4.2.2.3 To Change Enrollment Information (RC71)

To Change Enrollment Information (RC71)

You can change current enrollment information using the Online Update function. This is the information that affects the repayment periods for student borrowers.

You must do the following tasks for enrollment data:

- Report the current enrollment status code from the table “SSCR Enrollment Status Codes” on page 4-7,
- Project a completion date, and
- Report the date that corresponds to the code entered as the current enrollment status. See the SSCR User's Guide for more information.

For example, if a student has been full time for the entire enrollment period, the effective date of enrollment must be on the first day he/she enrolled, not the beginning of the most recent term.

<i>Change Enrollment Information</i>		
STEP #	ACTION	RESULT
1	To change enrollment information from RC71, Position the cursor in the field(s) you wish to change, Type in the new data Type U for Update in the Action Code field Press ENTER	The following screen will re-display with the corrected enrollment information: <i>"SSCR Online Update"</i> (RC71). < Note: the message "Successfully updated" will appear at the bottom of the screen.>

4.2.2.4 To Change Identifier Information (RC71)

To Change Identifier Information

When retrieving students online, you may be aware of a different first name for the selected student. This is a result of the fact that NSLDS will search for students using aliases. For example, if you requested the name "*Kate*" but "*Katherine*" was entered, you can propose that NSLDS use "*Kate*" by populating this section. You may also notice incorrect identifiers when processing a batch SSCR file.

If your records list a student with a different SSN, first name, or date of birth, you can propose changes to those fields in the section under "Student Information Change." See the diagram of RC71 on page 4-12 with the pointer for Identifier Information.


Note:

The data entered in this section is always “proposed” for change. The data will be forwarded to the data provider (the organization that is servicing this loan) for consideration.

<i>Change Identifier Information</i>		
STEP #	ACTION	RESULT
1	<p>To change identifier information, from RC71,</p> <p>Position your cursor in the “Student Information Change (Optional)” portion of the screen</p> <p>Type in any changes you desire in the allowable fields</p> <p>Type U for Update Student in the Action Code field</p> <p>Press ENTER</p>	<p>RC71 will re-display with your changes applied.</p> <p><Note: “Student Information Change (Optional)” is the middle section of the screen.></p> <p><Note: if you propose a change to any part of the student’s name, the entire student name must be populated.></p> <p><Note: the message “Successfully updated” will appear at the bottom of the screen.></p>

A screen image of RC71 appears on page 4-12 of this documentation.

4.2.2.5
To Change Address
Information
(RC71 and RC7C)

To Change Address Information (RC71 and RC7C)

From RC71, the Action Code LA for List Address will allow you to access RC7C, "*Student Address List.*"

To Change Permanent Address Information

You can report a change in a borrower's address by utilizing the section at the bottom of the screen. You must complete an address for all new students on your SSCR file. On subsequent cycles or online inquiries, the last address that you reported will be displayed.

When a student's address changes, you must update that information for NSLDS. Before typing the new address, you will need to confirm that it was not previously reported.

If the address was previously reported, you retrieve the previous address and make it the new address. All addresses previously reported to NSLDS will be displayed. If one of the addresses is now the current address, you do not have to retype it. Instead, the system allows you to select the most current address.

The Action Code LA for List Address displays all previously reported addresses for a student, and allows you to select a previous address as the "current" address, or to add a new address.

If the address was not previously reported, you can just type over the existing address on the RC71 screen.

<i>Change Address Information</i>		
STEP #	ACTION	RESULT
1	<p>If you desire to change permanent address information, you may first confirm that your new address was previously reported. To confirm this from RC71,</p> <p>Type LA for List Address in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>Student Address List</i>” (RC7C).</p>
1a	<p>If the MORE: field has a + sign in it, there is additional information to view. If there is a + sign, from RC7C,</p> <p>Press F8 to view additional information <When you are finished, press F7 to return to original RC7C.></p>	<p>RC7C will re-display with the additional information for you to view.</p>
2	<p>If the new address was previously reported, from RC7C,</p> <p>Type S for Select next to the previously reported address</p> <p>Press ENTER</p>	<p>The following screen will re-display with the new address: “<i>SSCR Online Update</i>” (RC71).</p> <p><Note: this action has resulted in the system re-assigning this “old” address as the new, current one.></p>
3	<p>To enter a new address not reported on the LA screen,</p> <p>Type over the existing address</p>	<p>The screen will reflect your edits.</p> <p><Proceed to Step 4 to update.></p>
4	<p>To update the new address from RC71,</p> <p>Type U for Update in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will re-display: “<i>SSCR Online Update</i>” (RC71).</p> <p><The message “Successfully updated” will appear at the bottom of your screen.></p>

**RC7C Student Address List**

```
RC7C
-----
NSLDS                      11-21-1995
Student Address List      12:37:48
First name: CHRIS        Last name: LAMBART      SSN: 037000002
Sel  Please make a selection(S) and press ENTER  MORE: +
_ Address line 1: 1234 HICKERY STREET ONE
  Address line 2: ROSEMONT PLAZA
  City.....: ROSEMONT          State: PA Zip.: 22051-0001
  Country.....: UNITED STATES OF AMERICA  Effective Date: 11-01-1995
_ Address line 1: 1910 CHERRY LANE
  Address line 2: CAVALIER COURT
  City.....: CHANTILLY          State: VA Zip.: 22031-1961
  Country.....: U.S.A.          Effective Date: 01-01-1993
_ Address line 1: 423 WILSON BOULEVARD
  Address line 2: PROVIDENCE HALL
  City.....: DALE CITY          State: VA Zip.: 32861-1995
  Country.....: U.S.A.          Effective Date: 11-24-1992
_ Address line 1: 1906 GALLOWES ROAD
  Address line 2: MERRYFIELD HOUSING
  City.....: MERRYFIELD          State: VA Zip.: 16411-1000
  Country.....: U.S.A.          Effective Date: 02-13-1991
F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN
```

**4.2.2.6
To Make Past
Enrollment Status
Changes
(RC7D)****To Make Past Enrollment Status Changes (PS)**

This function displays previous enrollment information for a student at your school and allows you to change the status.

NSLDS stores all enrollment periods and the corresponding statuses that your school has submitted. This information will be particularly helpful to lenders when they process student deferments. If you have a need to correct a student's past enrollment status or the dates of the enrollment period, you can make this update from RC71.

Enrollment information changes may fall into these categories:

- Add an enrollment period that is not reported,
- Change a past enrollment status, and/or
- Delete an enrollment period.



<i>Change Past Enrollment Information</i>		
STEP #	ACTION	RESULT
1	<p>If you desire to change past period enrollment information from RC71,</p> <p>Type PS for Past Enrollment Status Change in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>Past Enrollment Status Change</i>” (RC7D).</p>
2	<p>To add an enrollment period that is not reported, (i.e. that does not appear in the current list) from RC7D,</p> <p>Type A for Add in the Action Code field</p> <p>Type in the data for:</p> <ul style="list-style-type: none">• <Enrollment code>• <Effective date>• <Certification date> for the period you want to add <p>Press ENTER</p>	<p>The following screen will re-display with the new enrollment period on the reported list: “<i>Past Enrollment Status Change</i>” (RC7D).</p> <p><Note: the new enrollment period will be entered in chronological order, depending on the date the enrollment status became effective.></p> <p><The message “Successfully added” will be displayed at the bottom of the screen.></p>
3	<p>To change an enrollment period that is currently reported, from RC7D,</p> <p>Type C for Change in the Action Code field</p> <p>Type in the data for:</p> <ul style="list-style-type: none">• <Enrollment code>• <Effective date>• <Certification date> for the period you want to correct	<p>The following screen will re-display with the corrected enrollment period on the reported list: “<i>Past Enrollment Status Change</i>” (RC7D).</p>



3 (cont.)	Position the cursor in the Enrollment Period portion of the screen at the line you want to correct or change Type S for Select Press ENTER	<The message “Successfully updated” will be displayed at the bottom of the screen.>
4	To delete an enrollment period, from RC7D, Position the cursor in the Enrollment Period section, at the line you want to delete Type S for Select Type DE for Delete in the Action Code field Press ENTER	The following screen will re-display with the deleted enrollment period missing on the reported list: “ <i>Past Enrollment Status Change</i> ” RC7D. <The message “Successfully deleted” will be displayed at the bottom of the screen.>

RC7D Past Enrollment Status Change

```
RC7D    << Add(A)  Change (C) Delete (DE)

          NSLDS                      01-05-1996
          Past Enrollment Status Change      12:37:48
Sch/Br Code.:00152600 SAINT LEO COLLEGE
Student Name: CHRIS      LAMBART          SSN:037000002
Anticipated Completion Date: 01-07-1996
Enrollment Code.. Effective Date.. _ _ _ _ Cert Date.. _ _ _ _
Make a selection(S) and press ENTER for UPDATE or DELETE (MM-DD-YYYY)
  Enroll                               More:
SelCode      Description                Effec Date Certi Date Source
_ F Full Time      12-07-1990 12-12-1990 SSCR
_ H Half Time or More,But Less Than Full Time 12-31-1986 12-31-1986
  SSCR
_ A Approved Leave of Absence      12-31-1984 01-01-1985 SSCR
_ H Half Time or More,But Less Than Full Time 12-13-1983 12-11-1983
  SSCR

          PRIVACY ACT OF 1974 (AS AMENDED)
```

F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN

4.2.3**The User Profile Update Screens****What Do the User Profile Update Screens Do?**

You can update your school's information for receiving SSCR data through the User Profile Update screens. The initial screen displays the information your school provided when you initially registered for Title IV WAN and NSLDS.

4.2.3.1***Introduction to RC78***

The User Profile Update screens (RC78, RC77, and RC76) allow you to do these specific tasks:

- List and change users,
- Dissociate users,
- Change the sort sequence, and
- Update the changes.

4.2.3.2***To List and Change Users
(RC78 and RC77)*****To List and Change Users (LU)**


You may first list all NSLDS users associated with your school. When you use the **LU** for List Users Action Code, the system will proceed to a new screen, "*NSLDS User Selection*" (RC77), to accomplish this task. From this list, you must select someone to be your school's SSCR primary user and data recipient.

This list is pre-populated with names of individuals who previously completed the WAN and NSLDS sign-up forms. NSLDS uses this data to contact the appropriate person regarding SSCR issues and to send the SSCR files to that person.



4.2.3.2
To List and Change
Users
(RC78 and RC77)
(continued)

If the desired designee is not listed on the “*NSLDS User Selection*” screen, the change cannot be applied until the new individual registers as a Title IV WAN User. When Title IV WAN and NSLDS User IDs are assigned to that person, the system will list the new user on the “*RC77 NSLDS User Selection*” screen. Then the designation can be changed as described above.

<div> <div>....To User Profile Update (RC78 and RC77)</div> <div>  </div> </div> <div>List and Change Users</div>		
STEP #	ACTION	RESULT
1	<p>From the “<i>Student Status Confirmation Menu</i>” (RC70),</p> <p>Type 2 for “<i>SSCR User Profile Update</i>”</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>SSCR User Profile Update</i>” (RC78).</p> <p>The information displayed in the fields has already been submitted by your school.</p>
2	<p>You must first list a school user, prior to making any changes. To list a user from “<i>SSCR User Profile Update</i>” (RC78)</p> <p>Type LU for List Users in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>NSLDS User Selection</i>” (RC77).</p> <p><Note: see page 4-27 for a screen image of RC77.></p>
3	<p>To change a school user to one on the list from RC77,</p> <p>Position the cursor to the left of the desired selection</p> <p>Type S for Selection of the new School User’s name</p> <p>Press ENTER</p>	<p>The following screen will re-display with the populated data (list of school users) - “<i>SSCR User Profile Update</i>” (RC78).</p>
4	<p>To update all changes</p> <p>Type U for Update in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will re-display with the updated information: “<i>SSCR User Profile Update</i>” (RC78).</p> <p>The message “Successfully updated” will appear at the bottom of your screen.</p>

**4.2.3.3
To Disassociate
Users
(RC78)****Disassociate Users (RC78)**

If you plan on using a servicer, you will need to first disassociate your school as the recipient of the SSCR files. In other words, you need to inform NSLDS not to send SSCR files to your school, but to send them to the servicer's destination ID.

In order to do the above task, you will use the Action Code DI for Disassociate User.

<i>Disassociate Users</i>		
STEP #	ACTION	RESULT
1	From "SSCR User Profile Update" (RC78), Confirm that the User Name listed is the one you desire to disassociate Type DI for Disassociate User in the Action Code field Press ENTER	The following screen will re-display: "SSCR User Profile Update" The message "Disassociation successful" will appear at the bottom of your screen.

4.2.3.4
To Change Output
Media
(RC78)

To Change Output Media

This function allows you to display the desired screen information and to enter your changes by typing over the existing data elements. You will then be required to confirm and update your changes by using the U Action Code.

Change Output Media		
STEP #	ACTION	RESULT
1	<p>From "Student Status Confirmation Menu" (RC70),</p> <p>Type 2 for "SSCR User Profile Update"</p> <p>Press ENTER</p>	<p>The following screen will display: "SSCR User Profile Update" (RC78).</p> <p><The information displayed in the fields has already been submitted by your school.></p>
2	<p>From RC78,</p> <p>In the <Desired Output Media> field</p> <p>Type W for WAN or T for tape</p> <p>Type U for Update in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will re-display with the new information: "SSCR User Profile Update" (RC78).</p> <p>The message "Successfully updated" will appear at the bottom of the screen.</p>

4.2.3.5 To Change Sort Sequence (RC78 and RC76)

To Change Sort Sequence

You can designate the output sort sequence of your SSCR files, and change it to a different sequence, if desired. When you select the Sort Sequence field from RC78, the system will proceed to the “*Output Sort Selection*” (RC76) screen.

<i>Change Sort Sequence</i>		
STEP #	ACTION	RESULT
1	To change the sort sequence from RC78, Position the cursor over the “+” sign Type S over the “+” sign Press F4	The following screen will display: “ <i>Output Sort Selection</i> ” (RC76).
2	To select the desired sort sequence from the list displayed from RC76, Position cursor to the left of your selection, type S for Select Press ENTER	The following screen will re-display with the new sort information: “ <i>SSCR User Profile Update</i> ” (RC78). <This screen is confirmation of your new sort selection choice.>
3	To confirm and post the updated sort from RC78, Type U for Update in the Action Code field Press ENTER	RC78 will re-display. The message “Successfully updated” will appear at the bottom of the screen.



The following screen images relate to the User Profile Update function.

RC78 SSCR User Profile Update

```
RC78  __  Update(U) List Users(LU) DIssociate Users(DI)

                NSLDS                                01-31-1996
                SSCR User Profile Update              15:21:47
                Output Distribution

School/Branch Code...: 00182500
Name.....: Purdue University
First Name: Carl      Last Name: Simmons
Title.....: Assistant Registrar
User Organization.....:
Mailing Address.....: Howde Hall
City.....: West Lafayette      State...: IN Zip...: 47907
Phone.....: (317)555-1234
Sort Sequence...  +
Desired Output Media.. W (T = Cartridge/Tape, W= Title IV WAN)
Selected Format.....: (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C=CARTRIDGE)
Title IV WAN Destination ID.....: 12345678

F3=EXIT F4=PROMPT
```

RC77 NSLDS User Selection Screen

```
RC77

                NSLDS                                01-31-1996
                NSLDS User Selection                  15:23:31

School/Branch Code: 00182500
Name.....: Purdue University

Make a Selection(s) and press Enter

Sel Dest ID  First Name  Last Name                                More: +
_ 1ADZ3      Carl        Simmons
S 1ADZ4      Phillip     Peters
_ 1ADZ8      Wayne       Towers

F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN
```



RC76 Output Sort Selection Screen

RC76	
NSLDS	01-31-1996
Output Sort Selection	15:21:26
Select(S) Desired Sort Criteria and press Enter	
Sel Seq Description	
S 1	SCHOOL, SCHOOL BRANCH, SIDNT LAST, SIDNT FIRST, SIDNT SSN
_ 2	SCHOOL, SCHOOL BRANCH, SIDNT SSN
F3=EXIT F12=RETURN	

4.2.4**The Servicer Profile Update Screens****What Do the Servicer Profile Update Screens Do?**

If your school chooses to use a servicer to process SSCRs, you will use this SSCR menu option to select or change the servicer.

4.2.4.1***Introduction to RC73*****Introduction to RC73**

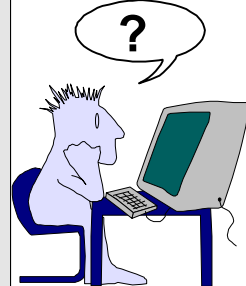
The Servicer Profile Update option allows you to do the following tasks:

- **List Servicer (LS):** List the available SSCR servicers.
- **List School Contact Person (LC):** List the available school contacts.
- **Disassociate Servicer (DI):** Disassociate the existing servicer. This must be done prior to switching SSCR processing from a servicer back to your institution or to another servicer.
- **Update (U):** Transfer all changes to the database.

4.2.4.2***To Choose a Servicer (RC73, RC7A, and RC75)*****To Choose a Servicer From the Existing List of Servicers**

The initial screen of RC73, "*SSCR Servicer Profile Update*," displays the information provided to the database about your previously selected servicer organization. From this populated screen, the Action Code LS for List Servicers will display the list of available SSCR servicers.

If your servicer is not listed on this screen, the servicer must sign up for Title IV WAN. (You should also contact CSC to ensure that your proposed servicer meets the minimum NSLDS requirements to be a servicer.)

<div> <div> <div>....To Servicer Profile Update (RC73, RC7A, and RC75)</div> <div>Choose a Servicer and Add a Contact Name</div> </div> <div>  </div> </div>		
STEP #	ACTION	RESULT
1	<p>From the “<i>Student Status Confirmation Menu</i>” (RC70),</p> <p>Type 3 for “<i>SSCR Servicer Profile Update</i>”</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>SSCR Servicer Profile Update</i>” (RC73).</p>
2	<p>To choose a servicer from the Servicer Name List</p> <p>Type LS for List Servicer in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>SSCR Servicer Name List</i>” (RC7A).</p> <p><This list contains previously recognized servicer names.></p>
2a	<p>If RC75 displays more than one servicer,</p> <p>Position the cursor to the left of the desired selection on the list displayed</p> <p>Type S for Select</p> <p>Press ENTER</p>	<p>If your servicer has more than one branch office, the Servicer Selection screen (RC75) will automatically display.</p> <p>The following screen will display: “<i>SSCR Servicer Selection</i>” (RC75).</p> <p><This is the list of all the contact names at the servicer.></p> <p>The following screen will re-display with the new servicer’s name: “<i>SSCR Servicer Profile Update</i>” (RC73).</p>

4.2.4.3 To Disassociate a Servicer (RC73)

To Disassociate a Servicer

This screen is used if you need to discontinue the use of an SSCR servicer. In order to do this, you must choose a new servicer or select a school user to receive SSCR files.

Successful disassociation is confirmed by the system message at the bottom of the screen - "Disassociation successful."

<i>Disassociate a Servicer</i>		
STEP #	ACTION	RESULT
1	<p>If you choose to disassociate a servicer</p> <p>Confirm that the name appearing in the Servicer Organization field is the one you desire to disassociate</p> <p>Type DI for Disassociate Servicer in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will re-display: "SSCR Servicer Profile Update" (RC73).</p> <p>The system message in the lower left corner of the screen will display the following message: "Disassociation successful."</p>

4.2.4.4 To Update Changes (RC73)

To Update Changes

You must update your changes from the RC73 screen, using the Action Code U for Update. This is a very important step in confirming your Servicer Profile changes with NSLDS.

<i>Update Changes</i>		
STEP #	ACTION	RESULT
1	<p>To update all changes made from RC73 and related screens</p> <p>Type U for Update in the Action Code field</p> <p>Press ENTER</p>	<p>The following screen will re-display with a "Successfully updated" message displayed at the bottom of your screen - "Servicer Profile Update" (RC73).</p>

The following screen images relate to the Servicer Profile Update function.

RC73 SSCR Servicer Profile Update

```

RC73 __ Update(U)  List Servicer(LS)  List school Users(LU)
      Disassociate servicer(DI)
                  NSLDS                                02-13-1996
                  SSCR Servicer Profile Update          15:20:42
                  Output Distribution

School/Branch Code... 00182500
Name.....: Purdue University
School Contact Name...: Phillip Peters
School Contact Title.: Associate Registrar      Phone: (317)555-1235

Servicer Organization: National Student Loan Clearinghouse
First Name.....: John      Last Name: Doe
Mailing Address.....: 13100 Worldgate Drive, Suite 245

City.....: Herndon      State: VA      Zip Code: 22070
Phone.....: (703)742-7791
Sort Sequence...: 1 SCHOOL, SCHOOL BRANCH, STUDENT LAST, STUDENT FIRST, STUDENT SEN
Desired Output Media.: T (T = Cartridge/Tape, W = TITLE IV WAN)
Selected Format.....: C (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C-CARTRIDGE)
TITLE IV WAN Destination ID....:xxxxxxxxx

F3=EXIT
  
```

RC73 SSCR Servicer Profile Update

(* note the Servicer Organization line and the System message regarding Disassociation))



```
RC73  DI Update(U)  List Servicer(LS)  List school Users(IU)
      Disassociate servicer(DI)
              NSLDS                                04-31-1996
      SSCR Servicer Profile Update                15:20:42
      Output Distribution

School/Branch Code... 00182500
Name.....: Purdue University
School Contact Name... Wayne Towers
School Contact Title.: Assistant Registrar      Phone: (317)555-1238

Servicer Organization: ABC Servicers
First Name.....: Steve      Last Name: Smith
Mailing Address.....: 13100 Worldview Drive, Suite 2005

City.....: Lee      State: MA      Zip Code: 01238
Phone.....: (703)742-7791
Sort Sequence...: 1 SCHOOL,SCHOOL BRANCH,STUDENT LAST,STUDENT FIRST,STUDENT SSN
Desired Output Media.: T (T = Cartridge/Tape, W = TITLE IV WAN)
Selected Format.....: C (T8=800 BPI,T16=1600 BPI,T62=6250 BPI,C=CARTRIDGE)
TITLE IV WAN Destination ID...:

RC7301 I: Disassociation successful.
F3=EXIT
```

RC7A SSCR Servicer Name List

```
RC7A

              NSLDS                                09-01-1995
      SSCR Servicer Name List                15:19:31

Please make a selection and press Enter to review the address      More:-+

Sel   Servicer Name
  S   ABC Student Loan Clearinghouse
   _   National Student Loan Clearinghouse
   _   XYZ Servicing Corp.

F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN
```



RC75 SSCR Servicer Selection

RC75	
NSLDS SSCR Servicer Selection	08-31-1995 15:21:06
Servicer Name: ABC Services	
Sel Please make a selection(S) and press Enter	
Name...: Regina Manwaring	Ph: (703)742 -7791
Address: 13100 Worldgate Drive, Suite 245	
City...: Herndon	State:VA Zip Code: 22070
S Name...: Kendall Bennett	Ph: (103)555555
Address: 123 Oak Street	
City...: Anytown	State:CN Zip Code: 33333
Name...: Dieter Richards	Ph: (607)555-2323
Address: 222 West Main Street	
City...:	State: Zip Code:
Name...:	Ph:
Address:	
City...:	State: Zip Code:
F3=EXIT F7=BACKWARD F8=FORWARD F12=RETURN	

4.2.5**The Cycle Selection (RC74)****What Does the Cycle Selection Screen Do?**

This screen is used to schedule your SSCR reporting cycles according to your school calendar (quarter, semester, or other).

4.2.5.1***Introduction to RC74*****Introduction to RC74**

The first time you sign on to RC74, the “*SSCR Cycle Selection*” screen, it will display default selections. You may update this information in the following ways:

- Select the school category,
- Choose a new cycle,
- Change an existing cycle,
- Delete an existing cycle, and
- Update changes.

4.2.5.2***To Choose a New Cycle, Change an Existing Cycle, and Update Changes (RC74)*****To Choose a New Cycle, Change an Existing Cycle, and Update Changes (RC74)**


You will simply enter your choice by typing “Y” in the correct field(s) and then update this entry by selecting the Action Code U for Update.


To remove a cycle, blank out or type “N” over the existing “Y.”

The initial screen will provide information to you regarding the last date a report was generated.

**Note:**

Always remember that when selecting a cycle, you must have at least two, but no more than six reporting cycles per year. Also, the cycles must be at least 60 days apart.

<div> <div> ...To SSCR Cycle Selection (RC74) </div> <div> <i>Choose a New Cycle, Change an Existing Cycle, and Update Changes</i> </div> </div> <div>  </div>		
STEP #	ACTION	RESULT
1	<p>From the “<i>Student Status Confirmation Menu</i>” (RC70),</p> <p>Type 4 for “<i>SSCR Cycle Selection</i>”</p> <p>Press ENTER</p>	<p>The following screen will display: “<i>SSCR Cycle Selection</i>” (RC74).</p> <p><Review the existing information about your school’s cycle selection that may or may not already exist in the system.></p>
2	<p>To select a school category</p> <p>Position your cursor in the “Select the School Category” column</p> <p>Type the number that relates to your school calendar at the prompt</p>	<p>The screen will reflect your edits.</p>
3	<p>To choose a new cycle or change a cycle</p> <p>Position cursor in the “Required Indicator” column</p> <p>Type Y for Yes to select the cycle</p> <p>To remove the existing cycle</p> <p>Blank out or Type N over the existing indicator field</p> <p><Repeat the above step as necessary></p>	<p>The screen will reflect your edits.</p>

<div style="text-align: center;"> ...To SSCR Cycle Selection (RC74) <i>Choose a New Cycle, Change an Existing Cycle, and Update Changes</i> </div>			
STEP #	ACTION	RESULT	
4	To confirm to NSLDS that the cycle data you have entered is correct Type U for Update in the Action Code field Press ENTER	The following screen will re-display with the changes you requested: “SSCR Cycle Selection” (RC74). <Note: the message “Successfully updated” will appear at the bottom of your screen.>	

The following screen images relates to the Cycle Selection function.



Note:

- Data in the “Last Generated” column indicates the date that the last roster for that cycle was sent.
- The sample on the following page is for a traditional semester-based calendar.

It also provides a schedule that eliminates ad hoc reporting by the institution since the next cycle is never more than 60 days away.

RC74 SSCR Cycle Selection

RC74 U Update (U)

NSLDS
SSCR Cycle Selection

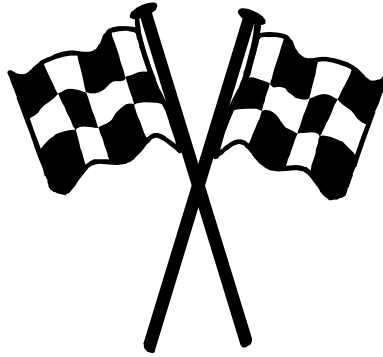
11-20-1995
15:18:22

School/Branch Code 00152600
Name.....: SAINT LEO COLLEGE
Select the School Category
2 1. Quarter
 2. Semester
 3. Other

Cycle Number	Month	Last Generated	Required Indicator(Y)
1	JANUARY	01/01/95	Y
2	FEBRUARY		
3	MARCH	03/01/95	Y
4	APRIL		
5	MAY	04/30/95	Y
6	JUNE		
7	JULY		
8	AUGUST		
9	SEPTEMBER	08/30/95	Y
10	OCTOBER		
11	NOVEMBER		Y
12	DECEMBER		

F3-EXIT





The End of Chapter 4



This page is intentionally left blank.